



ERIE COUNTY EMERGENCY SERVICES ALERTING PROJECT AGENCY CONTACT INFO

ALERTING SYSTEM HELP DESK: 716-961-7893 – FAX 858-3900

www.erie.gov/alert – alert@erie.gov

Please complete and return the following information via fax (716.858.3900)
or email to alert@erie.gov any time there are changes to these contacts.

AGENCY:

System Administrator – This person has the authority to make decisions about agency and end user implementation, configuration, access, rights and privileges. This person should be a chief or administrative officer who is tech-savvy and responsive to timely electronic communications from our office or their dispatch center as it relates to implementation, configuration and use of this system. They will monitor and direct the work of the Data Coordinator(s).

**SYSTEM
ADMINISTRATOR:**

RANK/TITLE:

EMAIL ADDRESS:

CELL PHONE:

Data Entry Coordinator(s) – This person is authorized and responsible for entering your agency's information as well as setting up and maintaining end user accounts, rights and privileges as directed by the System Administrator. They will be the ones coordinating the validity of information entered and ensuring that discipline is maintained in entering information consistently.

This person should be a trusted member who is comfortable and adept at data entry and utilizing database software and apps. They too must be responsive to timely electronic communications from our office or their dispatch center as it relates to implementation, configuration and use of this system. They may also be a good candidate for training end users in your agency.

While it's recommended that a back-up person be assigned to this position, having more than two data coordinators is discouraged in that it could create inconsistencies in how information is entered or accounts are configured.

**PRIMARY
DATA COORDINATOR:**

RANK/TITLE:

EMAIL ADDRESS:

CELL PHONE:

**SECONDARY
DATA COORDINATOR:**

RANK/TITLE:

EMAIL ADDRESS:

CELL PHONE:

SUBMITTED BY:

RANK/TITLE:

SIGNATURE:

DATE: